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Meeting minutes
14 FEB 1968

MINUTES

DD/S STAFF MEETING

13 February 1968 - 1030 Hours

25X1

2. Service Awards

25X1 [] described the criteria for the award of the Service in Vietnam medal and certificate, the Exceptional Service Emblem, and the Certificate of Exceptional Service. He noted that the latter two are Agency awards presented for certain service any place in the world, whereas the Vietnam Award is a general government-wide award for civilian employees.

3. Overseas Personnel Reduction

25X1 Mr. Meloon presented preliminary figures on possible overseas reductions. These are not yet firm and undoubtedly may be changed. The

The career service proposed reductions are:

Personnel	-	3
Logistics	-	21
Finance	-	11
Medical Services	-	5
Security	-	16
Office of Training	-	1
Support	-	1

Percentage of Support cuts in specific areas run:

Africa	-
Europe	-
FE	-
WH	-

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Excluded from automatic
downgrading and
declassification

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Mr. Meloon noted that 75% of the personnel being cut from overseas positions should have returned to the U.S. by the end of CY '68. The remainder will be due back by the end of FY '68. Mr. Bannerman commented that Office Heads should be planning now how they will handle the necessary workload after the movements of personnel have been accomplished.

4. Office of Planning, Programming and Budgeting Teams

25X1 Mr. Coffey noted that O/PPB teams have been designated to work closely with components on major programs in order to assist in the preparation of better covering papers, etc. [] PPB will head committees to work with the Support Directorate on two of our programs -- Communications and Program-wide. Mr. Coffey expressed the hope that these teams would not generate more questions for the various offices; they will be closely coordinated []

5. Ceiling and Staffing

Mr. Bannerman said that he would be advising the Office Heads some time next week on necessary action to be taken with respect to staffing to meet our FY '68 ceiling.

6. Meeting with Congressional Staff Officers

Mr. Bannerman commented on his meeting of yesterday with two staff officers from the House Committee on Post Office and Civil Service. Primary discussion revolved around the Ervin Bill and our problems with it. [] was designated as the staff focal point for preparing material for Mr. Helms in seeking a full exemption from the bill when it is considered by the House. Mr. Bannerman asked that the Office of Personnel and the Office of Security each nominate, by Friday, one officer who might work full time for several days in preparing our case.

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7. Vietnamese Situation

Mr. Bannerman noted that the situation in Vietnam is still very confused and the total amount of damage is not yet known. He suggested the setting up of a loss analysis procedure in order that we may come up with figures setting forth the actual money impact of losses.

8. Around the Table

a. []

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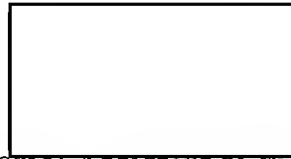
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Mr. Bannerman asked [] to ready a general SIPS briefing for Office Heads at a special meeting next week.

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10. The meeting adjourned at 1130.



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Special Assistant to the
Deputy Director for Support

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